

**GENERIC RISK ASSESSMENT FORM**

Department: Huncoat	Site: Clayton Park Bakery	Reference No:
Activity Department measures for the prevention of Coronavirus contamination between staff	People at Risk: All Staff in the department	
Assessor(s): R. Wright	Date: 21/05/2020	Review Date: 21/06/2020
Accidents / Incidents in Previous 12 months: NIL		

Hazard, Hazardous Event and Expected Consequence	Assessment of Risk Before Control Measures			Control Measures	Residual Risk After Control Measures			Additional Measures Required	Residual Risk After Additional Measures			Additional Measures Actioned YES / NO
	L	C	R		L	C	R		L	C	R	
Staff with Coronavirus entering the dept.	4	4	16	All staff are checked on entry to the site for temperature; any person with a temperature 37.8C or above is sent home to self- isolate.	2	4	8					
Contamination when entering or leaving the dept. start/end of shift/breaks	3	4	12	Site Manager/Supervisors control the flow of staff through the changing room allowing only one person into a section at a time. Staff are controlled for distancing whilst waiting for entry.  Staff breaks are staggered to allow better distancing	1	4	4	Review re re-entry following breaks  Breaks are staggered so reducing the numbers entering the building after breaks				
Infection/contamination due to the lack of social distancing when working in the site.	3	4	12	<u>Low Risk Production</u> Oddy Line & bread plant line -  Operator working positions allow for sufficient spacing between staff	2	4	8	This is still an issue; the managers are constantly briefing staff to social distance.				

		<p>Mono Mixers –One person operation</p> <p>Oven loading- sufficient spacing between the operators.</p> <p>Cake prep room -one person working in the room; sufficient space for 2 staff when required.</p> <p><u>High Care Production</u></p> <p>Flow wrap line operator positions allows 2 metre spacing between operatives</p> <p>Oven operatives removing products from the ovens have a minimum 2 metre space around them.</p> <p>Knocking out tables distancing doubled for face to face work with extra tables</p> <p>All production staff wash hands on a 30 minute rota organised by line leader.</p> <p>All contact surfaces/controls sanitised on 30 minute rota.</p> <p><u>Cake production</u></p> <p>Staff working face to face on cake tables have a minimum of 1 metre between them. Where possible tables are doubled together to increase the distancing.</p> <p><u>Office Areas</u></p> <p>A number of staff are working from home allowing good spacing throughout the offices.</p> <p>Sanitiser available at office entrance doors</p> <p>Regular cleaning of frequently contacted surfaces in the offices &amp; corridors.</p> <p>All meetings held over conference calls.</p>			<p>Ensure control of staff taking breaks outside/using the smoking point.</p> <p>Social distancing is being observed and controlled at the smoking point</p> <p>Monitored by supervisors</p> <p>Monitored by supervisors</p> <p>Controlled By floor managers but this still needs a tighter control</p> <p>Entry and use of office space is still on occasions down to 1 metre distance due to the size of the office and number of staff needing to use the office facilities</p>			
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Additional Measures Required	Responsibility	Completion Date	Completed	Communicated to Staff
Extra coat hooks in changing rooms for workwear to reduce the risk of contact	Site/JHM	12/04/20	12/04/20	12/4/20
Controls for staff returning from breaks	site	10/04/20	8/4/20	8/4/20

**Likelihood** 1 - Very Unlikely 2 – Unlikely 3 - Fairly Likely 4 – Likely 5- Very Likely

**Consequences** 1 - No injury 2 -Minor Injury 3 -Moderate Injury 4 - Major Injury 5 – Death

**Risk Ratings** 1 – 8 Low Risk 9 – 15 Medium Risk 16 -25 High Risk